



PennState

Environmental Health and Safety

ACADEMIC PROJECTS BUILDING

Emergency Evacuation Plan

Penn State University

(0407-000)

ENERGY INSTITUTE – 1ST AND 2ND FLOORS

**ENVIRONMENTAL HEALTH AND SAFETY - 1ST AND 2ND
FLOORS**

AERONAUTICAL ENGINEERING – ROOMS 102 AND 117

MECHANICAL ENGINEERING – ROOM 116

April 28, 2022

EMS EI APB EVACUATION PROCEDURES

Objectives

There are six objectives to be attained during an APB evacuation. They are:

- 1) Clear 1st, 2nd, and Basement floors of all personnel.
- 2) Identify missing EMS EI personnel.
- 3) Secure the two floors and the basement.
- 4) Ensure no one reenters AAB from 416 and CUL.
- 5) Transfer information to Ronnie Wasco and First Responders.
- 6) Transfer monitor duties to First Responders.

To accomplish this quickly, APB will be divided into two sections. Those sections are:

- 1) The entire 2nd floor.
- 2) The entire 1st floor and basement floor.

EMS EI APB personnel are assigned a particular section to clear and secure.

Areas of Refuge

The areas of refuge on the 1st floor are the bottoms of the stairwells in APB. If safe to do so, egress the person to the outside. The areas of refuge on the 2nd floor are the tops of the stairwells. If safe to do so, egress the person through the breezeway into Research East and evacuate to the outside. The area of refuge in the basement is at the bottom of the stairwell. If possible, egress the person through Research to the outside.

General Procedures

If the fire alarm goes off, or you are ordered to evacuate APB, follow these general procedures:

Evacuate your office leaving the lights on and the door closed and unlocked.

Monitors and back-up monitors: Meet quickly on the 1st floor and confirm specific duties.

Remind personnel to grab their 'Keys, Coats, and Cash'!

Take note of anything unusual during your egress (e.g., smoke, smells, etc.).

Sweep your assigned floor.

1st Floor and Basement Monitor: Grab the Evacuation Binder from 106. Sweep the areas and report to the collection area.

2nd Floor Monitor: Grab the Evacuation Binder from outside 218. Sweep the areas and report to the collection area.

Assemble across Bigler Ave. at the day care center near the playground.

Determine if anyone is missing.

Share what you observed with everyone.

Fill out checklists and make notes on observations.

Report what you have observed to Ronnie Wasco.

If the weather is bad, those without other responsibilities shall relocate to the main Entrance Lobby in Academic Activities. Those with responsibilities will relocate to the main Entrance Lobby in Academic Activities when relieved by First Responders.

Communicate to First Responders that the RE basement, RE lobby, APB atrium, and RE Breezeway Exit Monitors need to be relieved by their personnel.

Do not return to APB until given the all clear by the EMS EI Safety Officer, EHS personnel, or First Responders.

INGRESS TO APB

There are five ways to enter APB:

- 1) To the 1st floor from the south by the main entrance, including from CUL.
- 2) From the east at the Plaza level by Research East.
- 3) From the east through the 2nd floor breezeway.
- 4) From the basement from Research East.
- 5) From the north through the OPP Mechanical Room. We do not need to monitor that door.

Four Door Monitors will be assigned to cover these entries. They will take up positions in the following locations:

- 1) The basement of RE where RE and APB connect.
- 2) The breezeway area of RE by the elevator.
- 3) The main lobby of RE.
- 4) The south parking lot by the main entrance.

APB Personnel Specific Procedures

If for any reason the following personnel cannot fulfill their duties (e.g., they're across campus, out sick, etc.), all EMS EI AAB personnel should be prepared to carry out

another person's duties. Communicate to others the duties you will perform. **DO NOT PERFORM THESE DUTIES IF BY DOING SO YOU PUT YOURSELF AT RISK!**

Ron Nargi: Grab the Evacuation Binder from 104. Sweep the first floor from west (Main entrance) to east (towards RE). Check to see if the RE 1st Floor Door Monitor is in position. If not, order someone to that position. Proceed to the basement using the east stairwell. Sweep the basement. Wait in the basement until the Basement Door Monitor arrives. Egress the build and proceed to the collection area and report.

Barb Robuck: Back-up Sweeper to Ron Nargi.

Ronnie Wasco: 2nd Floor Monitor. Grab the EMS EI APB Evacuation Binder. Sweep the 2nd floor. Ensure someone is monitoring the breezeway from RE. If not, order someone to be the RE Breezeway Monitor. Ensure someone is going to the basement to relieve Gary Mitchell. Exit the building by the west stairwell. Ensure someone is monitoring the main entrance. Proceed to the collection area and report.

Dave Bertocchi: Back-up 2nd Floor Sweeper to Ronnie Wasco.

Ron Nargi: Basement Door Monitor, positioned in basement of Research East.

Barbara Robuck: 1st floor East Door Monitor, positioned in Research East main lobby.

Derrick Beckwith: 2nd floor East Breezeway Corridor Monitor, positioned in Research East on the breezeway level.

Elizabeth Wood: 1st floor West Door Monitor, positioned by the high bay door of the CUL loading dock.

Laboratory PIs:

Building	Room #	Last Name	First Name	Affiliation
APB	103	Unlu	Kenan	BNR
APB	104	Miller	Bruce	EMS EI
APB	106	Wasco	Ronnie	EMS EI
APB	107	Wasco	Ronnie	EMS EI
APB	114	Wang	John Yilin	EMS EI
APB	116	Yetter	Richard	ME
APB	205	Vander Wal	Randy	EMS EI
APB	207	Vander Wal	Randy	EMS EI
APB	208	Wang	Xiaoxing	EMS EI
APB	217	Wasco	Ronnie	EMS EI

Critical Operations Shut Down Procedures and Personnel Assigned These Responsibilities

Provide the following information:

- Critical Operations: None
- Name:
- Job Title:
- Work Area:

2. Work Unit Employee Lists

Building	Room #	Last Name	First Name	Affiliation
APB	227	Wilmot	Aaron	EMS EI
APB	226	Bertocchi	Dave	EHS
APB	225	Rezaee	Mohammad	EMS EI
APB	224	Tabatabaei	Maryam	EMS EI
APB	223	Vacant		EMS EI
APB	222	Yang Santos	Livio	EMS EI
APB	221	Hovingh	Mark	EHS
APB	220	Vacant		EMS EI
APB	219	Fedkin	Mark	EMS EI
APB	218	Wasco	Ronnie	EMS EI
APB	210	Ike	Sandra	EMS EI
APB	210	Nkiawete	Mpila	EMS EI
APB	209	Patel	Madhav	EMS EI
APB	209	Oluwayomi	Awe	EMS EI
APB	209	Zhang	Tengge	EMS EI
APB	209	He	Leiyu	EMS EI
APB	206	Vacant		EMS EI
APB	206A	Vacant		EMS EI
APB	206A	Vacant		EMS EI
APB	206A	Vacant		EMS EI
APB	206B	Wood	Elizabeth	EMS EI
APB	204	Olson	Austin	EMS EI
APB	203	Beckwith	Derrick	EMS EI
APB	202	Vacant		EMS EI
APB	202	Vacant		EMS EI
APB	201	Vacant		EHS
APB	105	Robuck	Barbara	EMS EI
APB	105B	Morrison	Joel	EMS EI
APB	104B	Nargi	Ron	EMS EI

APB EVACUATION AREA CHECKLIST UPDATED 27MAR18

DOES ANYBODY NEED RESCUED? _____

HOW MANY PEOPLE? _____

WHERE ARE THEY? _____

DOES ANYONE NEED MEDICAL TREATMENT? _____

Have the following areas been swept? (Yes = Y, No = X, Unsure =?)

- | | |
|--|-----------------------------------|
| Entry Foyer West _____ | West Stairwell _____ |
| 101 (Reactor office) _____ | 201 (EHS Office) _____ |
| 102 & 117 (Wind Tunnel) _____ | 202 (EI Student Office) _____ |
| 103 (Reactor lab) _____ | 203,203A (EHS Office) _____ |
| 104, 104A, 104B (Nargi, etc.) _____ | 204, 204A (EHS Office) _____ |
| 105, 105A, 105B (Joel, etc.) _____ | 205 (Lab) _____ |
| 106, 106A (Labs) _____ | 206, 206A, 206B (EI Office) _____ |
| 107, 107A (Labs) _____ | 207 (Vander Wal Lab) _____ |
| 108 (Reactor) _____ | 208 (Wang Lab) _____ |
| 109 Men's Room) _____ | 209A (Mailroom) _____ |
| 110 (Janitor Closet) _____ | 209 (EI Office) _____ |
| 111(Ladies' Room) _____ | 210 (EI Office) _____ |
| 112 (Computer Lab) _____ | 211 (Janitor Break Room) _____ |
| 113 (IT Shop) _____ | 212 (Corridor to RE) _____ |
| 114 (Lab) _____ | 213 (Electrical Room) _____ |
| 115 (Computer Lab) _____ | 214 (Ladies' Room) _____ |
| 116 (Mechanical Engr.) _____ | 215 (Janitor Closet) _____ |
| East Stairwell (to basement) _____ | 216 (Men's Room) _____ |
| 1, 2, &3 (OPP) _____ | 217 (Wasco Lab) _____ |
| 4F (Sample Bank) _____ | 218 (Wasco Office) _____ |
| 4C (Empty Lab) _____ | 219 (Fedkin Office) _____ |
| 4B (EHS Storage) _____ | 220 (EI Office) _____ |
| East Stairwell, to 2 nd Floor _____ | 221 (EI Office) _____ |
| 229 (EHS Lab) _____ | 222 (EI Office) _____ |
| 228 (Herman Office) _____ | 223 (EI Office) _____ |
| 227 (Wilmot Office) _____ | 224 (EI Office) _____ |
| 226 (Bertocchi Office) _____ | 225 (EI Office) _____ |

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Introduction

Penn State University's Emergency Evacuation Plan has been designed to assist facility personnel in the creation of a system for protection of life and property in the event of a fire, explosion, spill or other emergency requiring building evacuation. This plan is designed as a template for customization and may be used by work units who are required by regulations to have such a plan. It is recommended that all university buildings that are normally occupied have an Emergency Evacuation Plan. **Note that the bracketed bold parts of the plan need to be customized.**

Implementation Guidelines and Instructions

In coordination with the unit Safety Officer, the Budget Executives and Budget Administrators shall designate a Building/Department Emergency Coordinator and Alternate Building/Department Emergency Coordinator for the facility.

The Building/Department Emergency Coordinator, in coordination with the unit safety officer shall:

- Customize the text and appendices of the plan to your facility.
- Be responsible for plan custody, storage and annual review and update.
- Ensure that training is provided for all building occupants.

The alternate Building/Department Emergency Coordinator must be prepared to assume all the duties of the Building/Department Emergency Coordinator in the event he/she is unavailable.

The specific instructions below are provided to assist in the completion of the following sections of this plan. (Sections of this plan that are self-explanatory are not listed below.)

EHS will provide training in overall plan development. Contact Steve Triebold at 814-865-6391 or via e-mail at sgt4@psu.edu, if you have any questions concerning the plan or would like assistance.

Section I - Building and Personnel Information

- For the building name, include the University-assigned name, and the common use name, if different.
- List all department(s) included in this building and plan.
- Designate Safety Monitors for specific work areas in the facility. Consideration on the appropriate number of safety monitors shall be based on employee numbers and area configuration. As an example, separate Safety Monitors may be appropriate for each floor of a building.

- Include the name of the work unit safety officer(s), and alternate(s). Refer to the following URL for a list of Safety Officers.

http://www.ehs.psu.edu/help/univ_safety_council.cfm

- Refer to instructions for Appendix II on how to select the Designated Meeting Site(s) and the Assisted Evacuation Staging Area(s).
- Specify location(s) where this Plan will be maintained for access to employees. This may include physical locations as well as electronic sites.

Section VI – Alerting or Signaling Building Occupants in Case of Fire or Another Emergency

- The type of evacuation alarm used within your facility may vary. You will need to identify the type(s) used, as examples, bells, horns, strobes or voice. Contact your Facilities Coordinator or EHS (814-865-6391) for help in determining the type of alarm.

Section VIII – Disabled Occupants

- Review the Penn State University Handicapped Identification Decal Program to determine participation in the program for individuals requiring assistance during an evacuation.
- Complete the Listing of Individuals Requiring Evacuation Assistance in Appendix I.

Section IX – Critical Operations Shutdown

- Review your operations to determine which critical operating systems may require continuing attention or shutdown during an evacuation or other emergency condition. Certain equipment and processes must be shut down in stages or over time. Examples of this might be laboratory experiments, processes or equipment that if left unattended would create an additional hazard (such as fryers), etc. In addition, certain equipment or facilities (such as safes) may need to be secured prior to evacuating. Develop a procedure to ensure that requisite actions are taken during an emergency to prevent additional hazards/worsening conditions or to maintain proper security. Ensure that you have designated personnel to address these issues, provided them with the procedure, and trained them in its use.
- Complete the Critical Operations Shut Down Procedures and Personnel Assigned these Responsibilities in Appendix I.

Section X: Accountability Procedures for Emergency Evacuation

- Provide a listing of employees assigned to the work unit or building implementing this plan, included in Appendix I. This listing is used to account for employees evacuating the building and should be divided by each Safety Monitor's area of coverage.

Appendix II – Building Evacuation Floor Plan

To prepare a Building Evacuation Floor Plan:

- Obtain floor plan(s) of building from the Building Facility Coordinator to use as a base plan. Building floor plans can be downloaded from the OPP FIS website <https://www.facilities.psu.edu/FISWebSite/index.jsp>
- Note on the floor plan:
 - Primary and secondary routes of exit
 - Identify the two closest exits to the work area
 - Clearly mark these routes
 - Designated Meeting Site
 - This should be a safe location outside of the building that is away from building exits, entrances and areas where emergency response vehicles may travel. The site should be a location that emergency responders can easily locate.
 - Exit locations
 - Fire alarm pull station locations
 - Portable fire extinguisher locations
 - Automated External Defibrillator (AED) location
 - Assisted Evacuation Staging Areas for disabled Occupants
 - These are areas within the building for use in assisting with the evacuation of disabled occupants. Stairway floor landings should be used for this purpose if the landing is large enough for a wheelchair and still allow the use of stairs by other occupants. If stairway landings cannot be used, a location close to the stairway which has a window and phone should be used.

- Note on the floor plan where each map is intended to be mounted. This is a critical step in assuring proper orientation of map graphics.
- Submit marked-up floor plan to EH&S for review. Once approved, a final map can be created and installed. To ensure that legibility and location objectives are met, the approved draft evacuation floor plan will be converted to a standardized graphic format and wall mount. The Division of Campus Planning and Design in the Office of Physical Plant is responsible for creating and fabricating the maps.
- Copies of the completed maps will be sent to Building Emergency Coordinators and Safety Officers for inclusion in the written Building Evacuation Plan.

The Pennsylvania State University Emergency Evacuation Plan

Section I: Building and Personnel Information

Building Name: Academic Projects Building

Name(s) of Departments: EMS Energy Institute, EHS, Aeronautical Eng., Mech. Eng..

Position	Name	Area of Responsibility	Phone Office/ Cell	Office Address
Building/Department Emergency Coordinator	Ronnie Wasco	APB	863-5384	218 Academic Projects
Alternate Building/Department Emergency Coordinator	Ron Nargi	APB	863-7381	104A APB
Unit Safety Officer	Frank Driscoll	EMS	867-2499	512B Barron Innovation Hub
Unit Alternate Safety Officer	Diane Ault	EMS	865-7659	510 Barron Innovation Hub
Safety Monitors	Ron Nargi	1 st Floor and Basement	863-7381	104A Academic Projects
	Ronnie Wasco	2 nd Floor	863-5384	218 Academic Projects
Back Ups	Liz Wood	1 st Floor and Basement	865-5809	105 Academic Projects
	Barb Robuck	2 nd Floor	865-7380	105 Academic Projects

Designated Meeting Site for Building is: Sidewalk across Bigler near the Day Care Playground. If inclement weather, move to 3rd floor lobby, AAB.

Assisted Evacuation Staging Areas for the Building are: The top of the east stairwell (Z202), the top of the west stairwell (Z201), west 1st floor foyer west (F101), and the first-floor foyer east (F102).

Copies of this Evacuation Plan are kept in the following locations: Outside 218 and in the stainless-steel desk in 106.

Barbara Robuck to be stationed in Main Lobby RE to ensure no reentry through east APB entrance.

Liz Wood to be stationed in C110 CUL to ensure no reentry through APB south entrance.

Dave Bertocchi to be stationed in 005 Receiving RE to ensure no reentry through APB basement entrance.

Derrick Beckwith to be stationed in 2nd floor atrium of RE to ensure no reentry through APB/RE breezeway.

Signature of Plan Preparer

April 28, 2022
Date Prepared

Section II: Emergency Phone Numbers

EMERGENCY (Police-Fire-Ambulance) 911

University Police 814-863-1111

University Health Services 814-865-6556

Environmental Health and Safety (814) 865-6391

Physical Plant Work Reception Center 814-865-4731

Section III: Purpose and Objectives

Potential emergencies such as fire, explosion, spill, chemical releases and all other emergencies may require employees to evacuate the building. An Emergency Evacuation Plan and adequate occupant familiarity with a building minimize threats to life and property. This Emergency Evacuation Plan is intended to communicate the policies and procedures for employees to follow in an emergency situation. This written plan should be made available, upon request, to employees and their designated representatives by the Building/Department Emergency Coordinator or the Unit Safety Officer for the building.

Section IV: General Guidelines

The following guidelines apply to this Emergency Evacuation Plan:

- Stairwells are the primary means for evacuation. Elevators are to be used only when authorized by a fire or police officer.
- No employee is permitted to re-enter the building until advised by the Fire Department, PSU Police or EHS Representative.
- This Emergency Evacuation Plan will be coordinated with efforts in multiple-use buildings. Mutually beneficial agreements can be reached regarding Designated Meeting Sites and shelter in the event of inclement weather.

Section V: Responsibilities of Safety Officer, Building/Department Emergency Coordinator and Safety Monitors

The Unit Safety Officer is responsible for:

1. Appointing Building /Department Emergency Coordinators in conjunction with Budget Executive/Budget Administrators.

2. Designating Safety Monitors in conjunction with Building/Department Emergency Coordinators.
3. Ensuring that Building/Department Emergency Coordinators develop emergency evacuation plans for assigned buildings and these plans are readily available
4. Ensuring plans for buildings under their jurisdiction are reviewed and updated on at least an annual basis and also provide written confirmation to EH&S that plans have been updated and are in compliance with all requirements.
5. Ensuring that employees are familiar with emergency evacuation plans and know how to safely evacuate buildings during an emergency.

The Building/Department Emergency Coordinator is responsible for:

1. In conjunction with the unit Safety Officer, designating Safety Monitors and alternate Safety Monitors for specific work areas in the facility.
2. Overseeing the development, communication, implementation and maintenance of the Emergency Evacuation Plan. This includes ensuring that the plan is appropriate for the specific facility.
3. Oversee the exercising of emergency evacuation plans.
4. Ensuring that building evacuation maps are prepared and posted in accordance with established procedures.
5. Ensuring that building occupants, Safety Monitors, and Critical Operations Personnel are familiar with evacuation plans and their associated roles and notifying all personnel of changes to the plan.
6. Maintaining up to date lists of building occupants for each Safety Monitor's area of coverage, Critical Operations Personnel, Listing of Individuals requiring Evacuation Assistance and any other personnel with assigned duties under this plan. Lists are included in Appendix I.
7. In the event of a fire or other emergency, relaying applicable information to emergency personnel, occupants and Safety Monitors and serve as a liaison with emergency responders.

The Safety Monitors are responsible for:

1. Being knowledgeable of emergency evacuation plans for their assigned areas.
2. Participate in the exercising of emergency evacuation plans.
3. During an emergency, take the following actions:
 - Coordinate evacuation of assigned building areas
 - Assist disabled personnel and visitors in evacuating the building or moving to a predetermined staging area (Assisted Evacuation Staging Area)
 - Help account for all building occupants at the Designated Meeting Site as identified in Section X.
4. Evaluating and report problems to the Building/Department Emergency Coordinator after an emergency event.

Section VI: Alerting or Signaling Building Occupants in Case of Fire or Another Emergency

1. In case of a fire, employees should actuate the nearest fire alarm pull station and/or make a telephone call to 911. The locations of the fire alarm pull stations are noted on the Building Evacuation Floor Plans in Appendix II. The [**designate the type of audible alarm in use**] _Horn Strobe_____ alarm alerts building occupants of the need for evacuation.
2. It may be necessary to activate additional fire alarm pull stations, or verbally announce the alarm, if people are still in the building and the alarm has stopped sounding, or if the alarm does not sound. This should be done while exiting the building.
3. Persons discovering a **fire, smoky condition, or explosion** should pull the nearest fire alarm pull station. Any pertinent fire or rescue information should be conveyed to 911. All emergency telephone numbers are listed at the beginning of this Emergency Evacuation Plan.
4. To report all emergencies, employees should call 911. State your name, your location, and the nature of the call. Speak slowly and clearly. Wait for the dispatcher to hang up first. On occasion the dispatcher may need additional information or may provide you with additional instructions. Make this call from a safe location.

Section VII: Evacuation Procedures for Building Occupants

1. When the fire alarm sounds, occupants should ensure that nearby personnel are aware of the emergency, quickly shutdown operating equipment (e.g., cooking equipment, operating machinery), close doors (DO NOT LOCK) and exit the building using the established evacuation routes.
2. Occupants shall assist visitors, students and others who are not familiar with the plan to safely evacuate.
3. If you have been identified as having responsibility for Critical Operations Shutdown, refer to Section IX.
4. All occupants should proceed to their Designated Meeting Site and await further instructions from their Safety Monitor.
5. All personnel should know where primary and alternate exits are located and be familiar with the various evacuation routes available. Floor plans with escape routes, exit locations and Designated Meeting Sites are located in Appendix II and are posted in the building.
6. Building occupants must NOT use elevators as an escape route in the event of a fire.

Notes and Precautions:

- Portable fire extinguishers can be used for small fires. However, an immediate readiness to evacuate is essential.
- Never enter a room that is smoke filled.
- Before opening doors check to ensure it is not hot to the touch. If hot do not open. If warm open slowly to check room / hallway conditions.

Section VIII: Disabled Occupants

Employees requiring assistance upon exiting are listed in Appendix I however there may be disabled visitors in the building that also require assistance. The Safety Monitor must identify individuals needing assistance, attempt to locate individuals to assist in the evacuation or in relocating to the Assisted Evacuation Staging Areas, and notify the emergency response personnel of the person's location. Transporting of disabled individuals up or down stairwells should be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocation of the individual should be limited to a safe area on the same floor, either within an evacuation stairway or an unlocked room in close proximity to the stairway. Within the room there should be provided a flashlight, towel for hanging out window or bright colored marker to mark windows that cannot be opened.

Penn State University Handicapped Identification Decal Program is a voluntary procedure to provide visual identification of an employee's work area for emergency responders and to provide PSU Police with information for prompt evacuation assistance.

Section IX: Critical Operations Shutdown

Critical Operation Shutdown: Critical operations, including equipment that must be shut off and persons designated to complete these actions are identified in Appendix I. Procedures for rapid shutdown should be predetermined for life safety and loss control purposes, as well as ensuring complete evacuations in a timely manner. Individuals should never jeopardize their own health and safety to complete the Critical Operations Shutdown.

Section X: Accountability Procedures for Emergency Evacuation

Once each evacuated group of employees has reached their Designated Meeting Site, each Safety Monitor shall:

1. Take head count of his or her group using the building occupant list for those employees in their area of coverage

2. Assume the role of department contact to answer questions
3. Instruct personnel to remain in area until further notice
4. Report status to Building/Department Emergency Coordinator or Incident Commander including persons who are located in the Assisted Evacuation Staging Area or have remained behind for Critical Operations Shutdown.

Section XI: Rescue and Medical Duties

The Fire Department and University Police will conduct all rescue and medical duties and/or will coordinate with Emergency Medical Services.

Section XII: Training and Communications

The Building/Department Emergency Coordinator is responsible to ensure that all personnel are trained in safe evacuation procedures. Refresher training is required whenever the employee's responsibilities or designated actions under the plan change, and whenever the plan itself is changed.

The training shall include:

- The plan's purpose,
- Preferred means of reporting fires and other emergencies,
- The type of building alarm system,
- Emergency evacuation procedures and route assignments, including procedures for those unable to evacuate themselves,
- Procedures to be followed by employees who remain to control Critical Operations Shutdown before they evacuate,
- Procedures to account for all employees after emergency evacuation has been completed, and
- Who performs rescue and medical duties?
- The training shall include use of the floor plans and evacuation routes given in Appendix II of the Emergency Evacuation Plan.

Training on the Emergency Evacuation Plan can be performed during events such as work unit new employee orientation, employee briefings, discussions at faculty/staff meetings, internal work unit newsletters and emails, etc.

It is suggested that drills be conducted annually. EHS is available to assist with tools for training building occupants in the Emergency Evacuation Plan as well as evacuation drills.

Work units may also choose to provide Evacuation Quick Reference Cards for employees. These cards provide essential information on emergency contacts and

designated meeting sites. A sample card is provided in Appendix III and can be customized as needed. Appendix I

1. Critical Operations Shut Down Procedures and Personnel Assigned These Responsibilities

Provide the following information:

- Critical Operation: Carbon Monoxide cylinder, Lab 114
- Critical Operation: Sulfur Dioxide cylinder, Lab 217
- Required Shutdown: Close cylinder valve
- Name: Justin Beck or his designate(s)
- Job Title: EMS EI Faculty
- Work Area: EMS EI

2. Work Unit Employee Lists

Provide the following information for each Safety Monitor:

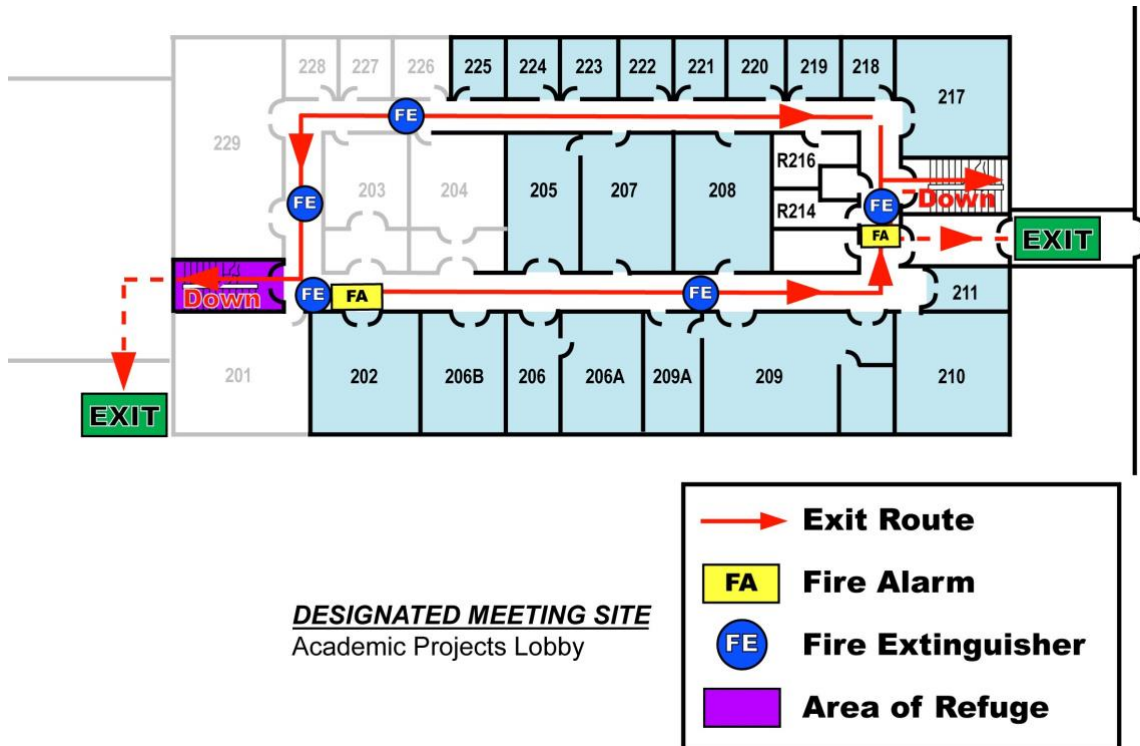
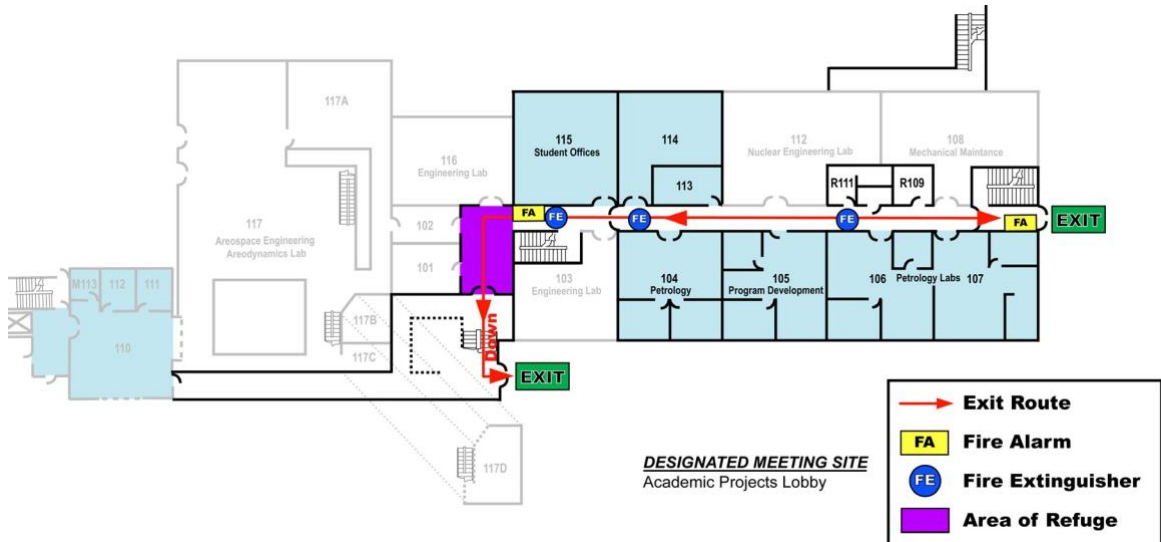
- Ron Wincek, 4th floor
- Brad Maben, 2nd floor

3. Listing of Individuals Requiring Evacuation Assistance

None

Appendix II

Building Evacuation Floor Plan



Appendix III

Evacuation Quick Reference Card

(Sample)

Emergency Contacts:
911 (Police- Fire –Ambulance)
University Police: 863-1111
Environmental Health and Safety: 865-6391
OPP Work Reception Center: 865-4731

Evacuation Contacts:
Bldg / Dept Emergency Coordinator:
Ronnie Wasco
Safety Monitor: Ron Nargi

Section VIII – added “evacuation stairway
and unlocked room”
Edit – Sept 2014 Change references to Safety Policy SY02 to
Handicapped Identification Decal Program

Work Unit Name
Evacuation Quick Reference
- Quickly exit in a calm manner.
- Close doors – **Do Not** lock
- Assist visitors to evacuate
- **Do Not** use elevators
- Report to designated meeting site
- **Do Not** reenter the building until advised by
emergency personnel or safety monitor

Building Name designated meeting site:

Original Document – Sept 2007
Edit – October 2008 (Assisted Evacuation Staging Area)
Edit – May 2010 (Additional Evac. Map Example)
(You are Here Sticker)
Edit – Dec 2010 Revised Evacuation Map
Edit – Jan 2013 SO Roles, Appendix II, Plan Preparation
Edit – Nov 2013 Section V Responsibilities,
Section VI – remove “sends signal to PSU”